
Department of Alcohol and Drug Programs

**SACPA Reporting Information System
User Manual**

ADP Supplement

Updated: March 7, 2003

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INTRODUCTION

The SACPA (Substance Abuse and Crime Prevention Act of 2000) Reporting Information System User Manual was developed to help County users enter, update and delete fiscal information, capacity projections and client projections using the SACPA Reporting Information System (SRIS) web application. Since ADP's primary role in this process is to review and approve County Plans prior to disbursing allocations, the Department requires different functionality from the system. This supplement describes functionality of the SRIS that is specific to ADP users and is intended to be used in conjunction with the User Manual.

This Supplement contains instructions on how to:

- Select a County Profile
- Update Lead Agency Information
- Enter Calculated Distribution Amounts
- View the County Plans, Expenditure Report, Other Services Client Counts, Other Services Waiting List, Financial Status Report Lists
- Update Statuses for County Plan, Expenditure Report, Other Services Client Counts, Other Services Waiting List, Financial Status Report Status
- Access Reports

Access Rights

After you login to the SACPA Reporting Information System, you will have the opportunity to select whether you would like to view data for a specific county, or whether you would like to view data for all counties. Your access to functionality within the system differs based on whether you select a County Profile or elect to leave the County Profile blank. You will make your selection from the County Profile page which is displayed after you successfully login.

Whether you select a county or leave the County Profile blank, you will have access to the following screens:

- CA Home Page
- ADP Home Page
- SACPA Home Page
- Change Password
- User Set Up
- Distribution Amounts
- County Profile
- Reporting

If a County Profile is selected, you will have additional access to summary **Lead Agency Information** and **County Submissions** for the selected county. Also, if a County Profile is selected, you will have access to the following information:

- County Information
- Submissions

Selecting a County Profile

To view county submissions and county contact information, you must select a County. To select a County Profile, follow the steps below:

1. Logon to the SACPA Reporting Information System. The County Profile page will be displayed.

2. If you leave the County field blank. Your access will be limited to the screens available on the navigation bar (see above). You will not be able to access county specific information. Also, you will only have access to the Status report and Totals reports.
3. If you want to view summary data for a specific county, select the county from the **County** drop down list on the County Profile page.
4. Click **Submit**. The County Profile Page is redisplayed with the selected county name.

The County Information and County Submission (County Plans, Expenditures, Other Services Client Counts, Other Services Waiting List, and Financial Status Reports) links become accessible on the Navigation Bar, and you will have access to all report types.

County Information Page

If you have selected a County Profile, you will be able to update Lead Agency and County Contact Information for that county. Only ADP staff have update privileges on Lead Agency information. County users will only be able to view Lead Agency Information.

Updating Lead Agency Information

To update Lead Agency information, follow the steps below.

1. Click the **County Information** link on the Navigation Bar. The County Information Page is displayed.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

County Information

Lead Agency Information

Health Care Services Agency/Behavioral Health Care Services
2000 Embarcadero Cove, Ste 400
Oakland, CA 94606-5300

Update Lead Agency Information

Contact Information

	Name	Phone	Lead Agency Contact	Plan Contact	Financial Status Contact	Financial Status Approver 1	Financial Status Approver 2
<input checked="" type="radio"/>	Doe, J						
<input type="radio"/>	Email, No						
<input type="radio"/>	Tester1, Tester1					X	X
<input type="radio"/>	Tester2, Tester2					X	X

Add New Contact Update Contact Delete Contact

2. Click **Update Lead Agency Information** button. The Update Lead Agency Information page is displayed.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

View/Update Lead Agency Information

To update the Lead Agency Information for this County, enter the Lead Agency Information and click the *Submit* button.

Lead Agency Information	
Name:	Health Care Services Agency/Behavioral Health Care Services
Address Line 1:	2000 Embarcadero Cove, Ste 400
Address Line 2:	
City:	Oakland
State:	CA
Zip Code:	94606 . 5300

Submit Reset Cancel

[Back to Top of Page](#)

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- Update any of the following fields as necessary:

Lead Agency Information

- Name
- Address Line 1
- Address Line 2
- City
- State
- Zip Code

- Click **Submit**. The Lead Agency Information page is redisplayed with updated Lead Agency Information.
- If no other updates are required on the Lead Agency page, click a link on the Navigation Bar to move to another page. The requested page is displayed.

Updating and Deleting County Contact Information

To update County Contact information, follow the steps below.

- Click the **County Information** link on the Navigation Bar. The County Information Page is displayed.
- Click **Update Contact**. The Update County Contact Information page is displayed.

Welcome to **California**

Department of Alcohol and Drug Programs **SACPA Reporting Information System**

Alameda County **Health Care Services Agency/Behavioral Health Care Services**

View/Update Contact Information

To update Contact Information for this Lead Agency, enter the contact information and click the *Submit* button.

Contact Information

Name: (First & Last Name) Marlene Gold

Job Title: [Text Field]

Phone: [Text Field] - [Text Field] - [Text Field] **Ext:** [Text Field]

Fax: [Text Field] - [Text Field] - [Text Field]

Pager: [Text Field] - [Text Field] - [Text Field]

Mobile Phone: [Text Field] - [Text Field] - [Text Field]

Email Address: [Text Field]

Lead Agency Roles:

☐ Lead Agency Contact

☐ Plan Contact

☐ Financial Status Report Contact

☐ Financial Status Report Approver Level 1

Effective Date (From - Through): [Text Field] / [Text Field] / [Text Field] - [Text Field] / [Text Field] / [Text Field]

☐ Financial Status Report Approver Level 2

Effective Date (From - Through): [Text Field] / [Text Field] / [Text Field] - [Text Field] / [Text Field] / [Text Field]

Notes

[Text Area]

Submit **Reset** **Cancel**

- Update any of the following fields as necessary:

County Contact Information

- Name**
- Job Title**
- Phones**
- Fax**
- Pager**
- Mobile Phone**
- Email Address**
- Lead Agency Roles**
- Notes**

- Click **Submit**. The County Contact Information page is redisplayed with updated County Contact Information.

Adding a New User

To add a new user:

ADP will add and modify users as county and ADP representative change. Users can be added as either ADP or as county users. Only ADP users have the ability to add new users and modify existing users.

1. Click the **User Set Up** link on the Navigation Bar. The system will bring the user to the User Set Up screen.



2. Select the System User link



3. Choose **Add User**. Do not choose a user from the **User Name** drop down box. The system will bring the user to the **System User Add/Update Screen**.

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

System User Add/Update/View

To add/update system user access, enter the User Information and click the *Submit* button.

User Information

Name: Mr. First: Last:

Effective Date: (From - Through) / / - / /

User ID:

Email Address:

Access Type: ADP Staff, AOD Help Desk Staff, Alameda County, Alpine County, Amador County, Butte County

Inquiry Only: ☐ Yes ☒ No

4. Choose the appropriate Honorific from the **Name** drop down box. Choices are: Mr., Ms., Mrs., Dr. and blank.
5. Enter **First Name** and **Last Name**
6. Enter **Effective From** date. The Effective From Date is the date the user can begin utilizing the system. Date must be on or after 05/01/2001.
7. Enter **Effective Through** date. The Effective Through Date is the last day the user will be granted access to the system. This is not a required field and can therefore be left blank.
8. Enter **User ID**. The naming convention for the User ID is the First Initial and Last Name, for example: John Smith's User ID would be JSMITH.
9. Choose the user **Access Type**. Choose the access rights for the user. If a county user, choose the specific county for which they should have access.
10. **Choose the access rights by selecting whether the user should be Inquiry Only or not. The system will default the user to update rights if nothing is chosen.**
11. **Choose Submit. This will add the user.**

Standard Features:

1.	Reset	This will clear the contents of the data entry box and allow you to re-enter the information
2.	Cancel	To return to the previous screen.

3.	Submit	This will add the new user and return you to the main System User screen. If an error exists in the data, the system will issue an error message.
----	---------------	---

To modify an existing user:

What to Do	Results/Comments
1. Click the System User link on the Navigation Bar. The system will bring the user to the System User screen.	
2. Choose the user you wish to modify from the User Name drop down box. To choose a different user, either choose a different user from the drop down box or click the Reset button	
3. Click the Update User button. The system will bring the user to the System User Add/Update Screen .	
4. Enter your modifications. To terminate a user's access, enter an Effective Through date. If an Effective Through date of 06/30/2001 is entered, user access will be terminated as of 07/01/2001.	
5. Click the Submit button. System User information will be updated	

Updating a County Liaison

The County Liaison module allows the user to update the ADP user acting as liaison to each county. This county liaison will then appear in the ADP Help link for each county.

1. Click the **User Set Up** link on the Navigation Bar. The system will bring the user to the User Set Up screen.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

User Set Up

To add a new SRIS user or update an existing SRIS user, select [System User](#)

To update County Liaison information, select [County Liaison](#)

[Back to Top of Page](#)

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2. Select the [County Liaison](#) link. A list of ADP users with 'Update Rights' will display

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Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

County Liaison

To update/view the County Liaison, select the ADP User Name and click the Update Liaison button.

ADP User Name:

- America, Kathleen
- Backlund, Jared
- Blair, Peggy
- DBA, DBA
- emial test, E mail
- Gonzales, Robert
- Jew-Lochman, Sally
- Journey-Lynn, Madeline
- Klemencic, Kurt
- lee, hung

3. Choose **Update Liaison**. The system will bring the user to the **County Liaison Information Screen**.

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

Home Pages

- [CA Home Page](#)
- [ADP Home Page](#)
- [SACPA Home Page](#)

[Change Password](#)

[User Set Up](#)

[Distribution Amounts](#)

[County Profile](#)

[County Information](#)

[Submissions](#)

[Reporting](#)



County Liaison Information

To update County Liaison information, enter the contact information and click the [Save](#) button.

Contact Information

Name: (First & Last) **Ms. Kathleen America**

Job Title:

Phone: - - Ext:

Fax: - -

Pager: - -

Mobile Phone: - -

Email Address: **john@com.com**

County Liaison for:

<input type="checkbox"/> Alameda	<input type="checkbox"/> Kings	<input type="checkbox"/> Placer	<input type="checkbox"/> Sierra
<input type="checkbox"/> Alpine	<input type="checkbox"/> Lake	<input type="checkbox"/> Plumas	<input type="checkbox"/> Siskiyou
<input type="checkbox"/> Amador	<input type="checkbox"/> Lassen	<input type="checkbox"/> Riverside	<input type="checkbox"/> Solano
<input type="checkbox"/> Butte	<input type="checkbox"/> Los Angeles	<input type="checkbox"/> Sacramento	<input type="checkbox"/> Sonoma
<input type="checkbox"/> Calaveras	<input type="checkbox"/> Madera	<input type="checkbox"/> San Benito	<input type="checkbox"/> Stanislaus
<input type="checkbox"/> Colusa	<input type="checkbox"/> Marin	<input type="checkbox"/> San Bernardino	<input type="checkbox"/> Sutter
<input type="checkbox"/> Contra Costa	<input type="checkbox"/> Mariposa	<input type="checkbox"/> San Diego	<input type="checkbox"/> Tehama
<input type="checkbox"/> Del Norte	<input type="checkbox"/> Mendocino	<input type="checkbox"/> San Francisco	<input type="checkbox"/> Trinity
<input type="checkbox"/> El Dorado	<input type="checkbox"/> Merced	<input type="checkbox"/> San Joaquin	<input type="checkbox"/> Tulare
<input type="checkbox"/> Fresno	<input type="checkbox"/> Modoc	<input type="checkbox"/> San Luis Obispo	<input type="checkbox"/> Tuolumne
<input type="checkbox"/> Glenn	<input type="checkbox"/> Mono	<input type="checkbox"/> San Mateo	<input type="checkbox"/> Ventura
<input type="checkbox"/> Humboldt	<input type="checkbox"/> Monterey	<input type="checkbox"/> Santa Barbara	<input type="checkbox"/> Yolo
<input type="checkbox"/> Imperial	<input type="checkbox"/> Napa	<input type="checkbox"/> Santa Clara	<input type="checkbox"/> Yuba
<input type="checkbox"/> Inyo	<input type="checkbox"/> Nevada	<input type="checkbox"/> Santa Cruz	
<input type="checkbox"/> Kern	<input type="checkbox"/> Orange	<input type="checkbox"/> Shasta	

4. Enter the **Job Title**
5. Enter **Phone Number**
6. Enter **Fax Number** date (optional)
7. Enter **Pager Number** (optional)
8. Enter the **Mobile Number** (optional)
9. Enter **E-mail Address** (optional)
10. Check the box next to the counties for which the ADP liaison is responsible. The user may choose one or more counties. Also, the same county may be assigned to multiple ADP users.
11. Choose **Save**. This save your changes.

Calculated Distribution Amounts

Whether you have selected a County Profile or have left the County Profile blank, you will be able to enter calculated distribution amounts by county. This is the screen where county allocation amounts will be entered.

Entering Calculated Distribution Amounts

1. Click the **Distribution Amounts** link on the Navigation Bar. The Calculated Distribution Amounts page is displayed.

To enter a distribution amount, select the appropriate Fiscal Year from the **Add/Update Distribution Amounts for Fiscal Year** scroll list.

2. Click **Submit**. The County Calculated Distribution Amounts page is displayed.

Data for all counties is visible if you scroll down the screen.

County Calculated Distribution Amounts for Fiscal Year 2001/2002

To add/update county calculated distribution information, enter Calculated ADP \$ Distribution and Additional SATTAs (SB 223) \$ Allocation amounts and click the **Submit** button.

County	Calculated ADP \$ Distribution	Excess Funds Carry Over \$	Total ADP \$ Allocation for County	Additional SATTAs (SB 223) \$ Allocation
Alameda	50,000	1,349,706	1,399,706	1,321
Alpine	1,321	77,442	78,763	123,132
Amador	231,643	116,149	347,792	1,231,321
Butte	740,216	371,814	1,112,030	100,000,000
Calaveras	290,280	145,809	436,089	21,321
Colusa	21	81,625	81,646	1,231,231
Contra Costa	3,082,010	1,447,533	4,529,543	0
Del Norte	1	48,000	48,001	2,132
El Dorado	577,083	285,073	862,156	0

3. Enter the distribution by County in the **Calculated ADP \$ Distribution** field for each county

4. Enter the allocation amount for SATTA funds in the **Additional SATTA (SB 223) \$ Allocation** field for each county
5. Click **Submit**. The Total ADP \$ Allocation for County will be calculated. (The distribution amount entered will be added to any Excess Funds Carry Over \$ entered by the county).

Updating Calculated Distribution Amounts

The procedures for updating calculated distribution amounts are the same as those for entering distribution amounts. Refer to Steps 1-5 above.

County Submission Lists

To view a county's submission you must have selected a County Profile. As an ADP user, you will have access to three types of county submissions:

County Plans
Expenditures, Client Counts and Wait List Report
Financial Status Reports

County Submission Rules

Each county submission type has different rules. The rules are described below.

The County Plan

The County Plans List displays summary information, including Plan Status for all versions of plans created by a specific county. County Plans can be viewed directly on screen as long as the status is FINAL or higher. ADP can update the plan status only if the plan is marked with COUNTY APPROVED status or higher.

The Expenditures, Client Counts and Wait List Report

The Expenditure Report List displays summary information, including report status for all reports created for a specific county. ADP users can view reports with a status of COUNTY SUBMITTED or ADP RECEIVED. ADP users cannot view expenditure Reports with a status of DRAFT. ADP can update the plan status only if the report is marked with COUNTY SUBMITTED status or higher.

The Financial Status Report

The Financial Status Report List displays summary information, including report status for all reports created for a specific county. ADP users can view reports with a status of FINAL, POST AUDIT, UNDER APPEAL, and NO APPEAL. ADP Users can update and delete reports with a status of POST AUDIT, UNDER APPEAL and NO APPEAL. ADP users cannot view reports with a status of DRAFT.

How to View a County Submission

<u>What to Do</u>	<u>Results/Comments</u>
1. Select your County Profile.	

What to Do**Results/Comments**

2. Click the Submissions link on the Navigation bar. A list of Fiscal Years is displayed

The screenshot shows the SACPA Reporting Information System interface. At the top, there is a banner with "Welcome to California" and a "HOLLYWOOD" sign. Below the banner, the header reads "Department of Alcohol and Drug Programs" and "SACPA Reporting Information System". The left sidebar contains a "Home Pages" section with links to "CA Home Page", "ADP Home Page", and "SACPA Home Page". Below this are links for "Change Password", "User Set Up", "Distribution Amounts", "County Profile", "County Information", "Submissions", and "Reporting". The main content area displays "Alameda County" and "Health Care Services Agency/Behavioral Health Care Services". Under the heading "Fiscal Year Selection", there is a list of fiscal years from 2000/2001 to 2005/2006. Instructions for users are provided, including links for "County Information", "Change Password", and "Reporting". A "Back to Top of Page" link is at the bottom, along with "Conditions of Use", "Privacy Notice", and "Email Webmaster" links.

3. Select the link of the appropriate fiscal year. The following screen will be displayed

The screenshot shows the SACPA Reporting Information System interface for the fiscal year 2002/2003. The header and sidebar are the same as in the previous screenshot. The main content area displays "Alameda County" and "Health Care Services Agency/Behavioral Health Care Services". Under the heading "Fiscal Year 2002/2003", there is a message: "To begin, enter your rollover amount from the prior year using the Fiscal Year Set Up link below:" followed by a "Fiscal Year Set Up" link. Below this, it says "Next, select the submission type you would like to complete:" followed by three links: "County Plan", "Expenditure, Client Counts and Wait List Report - First Six Months (July 1 to December 31)", and "Expenditure, Client Counts and Wait List Report - Annual (July 1 to June 30)". A "Financial Status Report" link is also present. A "Prior Page" link is at the bottom, along with "Back to Top of Page", "Conditions of Use", "Privacy Notice", and "Email Webmaster" links.

Select the submission type you would like to view. If you select County Plan or Expenditure, Client Counts and Wait List Report skip step 4.

What to Do**Results/Comments**

4. If you select the Financial Status report you must select the link Update or View an Existing Financial Status Report.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

Financial Status Report for Fiscal Year 2002/2003

Select an Activity

[UPDATE or View an Existing Financial Status Report](#)

[DELETE an Existing Financial Status Report](#)

[Prior Page](#)

[Back to Top of Page](#)

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5. The submission list will be displayed.

SACPA - Microsoft Internet Explorer provided by ADP Blue

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address [//webdev/sacpa/Contents/Asp/FiscalPlanList.asp?ListType=VIEW](#) Links [Best of the Web](#) [Channel Guide](#) [Customize Links](#) [Free Hotmail](#)

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

County Plans for Fiscal Year 2002/2003

To view a County Plan, select the link of the County Plan version or revision you would like to view.

Note: A County Plan with a Status of 'ADP Approved' or 'ADP Received/Issues Pending' may not be updated without a status change by the [ADP Liaison](#).

Allocated By ADP \$100,000 County Rollover \$0 Total Available Funds \$100,000

Plan Type	Version or Revision Date	Last Revised	Status	Total \$ Allocated per Plan [Entity]	Allocation \$ Difference (ADP Allocation - Plan [Entity])
Original	2	01/09/2003	County Approved	5,000	85,000
Original	1	10/08/2002	Draft	15,000	85,000

[Link to Submission \(Plan or Report\)](#)

[Prior Page](#)

[Back to Top of Page](#)

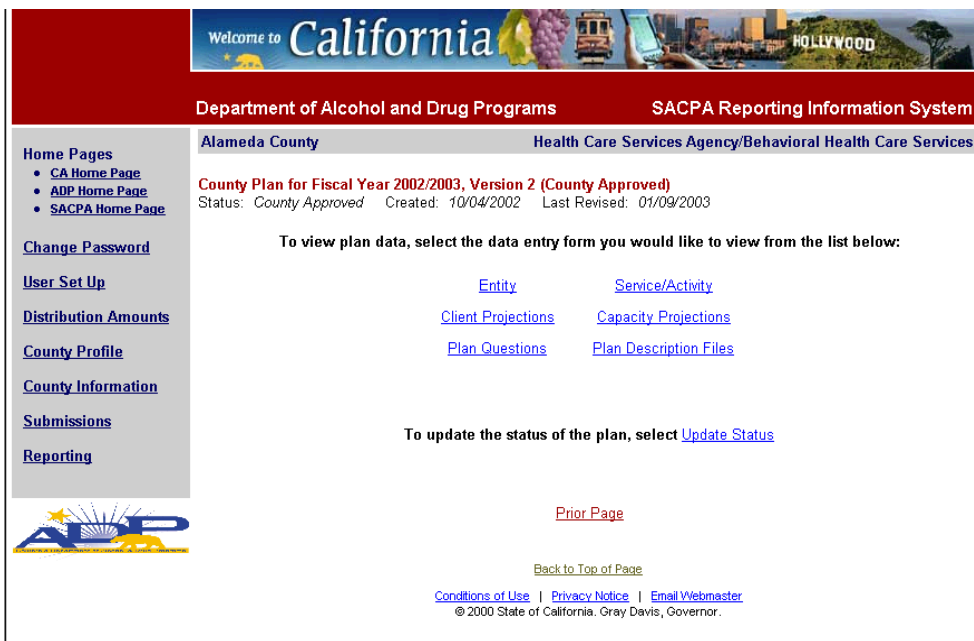
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What to Do**Results/Comments**

6. Select the link of the submission you would like to view/update. The Status field acts as a link to the report or plan.

NOTE: ADP users cannot view submissions in DRAFT status. If the plan or report is in DRAFT, you will not be able to view it and the Status field will not act as a link.

7. Once you select the submission to view/update, listing of forms will be displayed. From this page you will have the option to move between web forms and update the status of the submission. Click the link of the form you would like to view or select the Update Status link.



The screenshot shows the SACPA Reporting Information System interface. At the top is a banner with "Welcome to California" and various icons. Below the banner, the header reads "Department of Alcohol and Drug Programs" and "SACPA Reporting Information System". The main content area is for "Alameda County" and "Health Care Services Agency/Behavioral Health Care Services". It displays the "County Plan for Fiscal Year 2002/2003, Version 2 (County Approved)" with status "County Approved", created date "10/04/2002", and last revised date "01/09/2003". A message states: "To view plan data, select the data entry form you would like to view from the list below:". Below this are links for "Entity", "Service/Activity", "Client Projections", "Capacity Projections", "Plan Questions", and "Plan Description Files". Another message states: "To update the status of the plan, select [Update Status](#)". At the bottom, there is a "Prior Page" link, a "Back to Top of Page" link, and footer text including "Conditions of Use", "Privacy Notice", "Email Webmaster", and "© 2000 State of California. Gray Davis, Governor.".

Update Status: For the County Plan, ADP users can update statuses with a status of County Approved or higher. (See the County Submission Status section for a complete list of statuses.)

For Expenditures, Client Counts and Wait List Reports, ADP users can update statuses with a status of County Submitted or higher. (See the County Submission Status section for a complete list of statuses.)

What to Do**Results/Comments**

For the Financial Status Report, ADP users can update statuses with a status of FINAL or higher as long as both a Level 1 and Level 2 approver have approved the report. (See the County Submission Status section for a complete list of statuses.)

Updating County Submissions Report

ADP users can modify Financial Status Reports if the plan is in POST AUDIT or higher status. See the County Submission Status Rules section for a complete list of statuses. Other than Financial Status Reports, no other county submissions can be modified by ADP users.

To modify a Financial Status Report, the report must be changed to a status of POST AUDIT. NOTE: When the plan is changed from FINAL (with approval level 1 and 2) to POST AUDIT a copy will remain frozen with the status of FINAL to maintain a record of the original county submission. Once this is complete the POST AUDIT report will be available for ADP update.

To update the Financial Status Report:

What to Do**Results/Comments**

1. Follow Steps 1-7 under 'How to View a County Submission'.
2. Select the [Financial Status Report](#) link.

What to Do

Results/Comments

To update the Financial Status Report, enter Accrual Amount information and click the [Save](#) button.

Lead Agency Information	County Employer ID Number
Health Care Services Agency/Behavioral Health Care Services 2000 Embarcadero Cove, Ste 400 Oakland, CA 94606-5300	946000501
Transactions	Accrual Amount
Total SATTIF Funds Allocated	5,360,549
Approved Excess Funds Carried Over from Prior Fiscal Year	<input type="text" value="0"/>
<input type="text"/>	
Total SATTIF Funds Available During Funding Period	5,360,549
Expenditures for Drug Treatment Services	<input type="text" value="0"/>
<input type="text"/>	
Expenditures for Additional/Ancillary Services (i.e. Family Counseling, Vocational Training, and Literacy Training)	<input type="text" value="0"/>
<input type="text"/>	
Expenditures for Other Services (Court, Probation, Misc.) (i.e. Probation, Court Monitoring, and Miscellaneous Services)	<input type="text" value="0"/>
<input type="text"/>	
Total Expenditures	0
Other Income (Interest, Sale of Equipment, etc.)	<input type="text" value="0"/>
<input type="text"/>	
Client Fees Assessed by Trial Judges and Received by the County	<input type="text" value="0"/>
<input type="text"/>	
Client Fees Assessed by Trial Judges and Collected by Treatment Programs	<input type="text" value="0"/>
<input type="text"/>	
Client Fees Assessed and Collected by the County for County Operated Treatment Programs	<input type="text" value="0"/>
<input type="text"/>	
Client Fees Assessed and Collected by Drug Treatment Programs for the Costs of Treatment. Note: These funds are not totaled in the Total Program Income	<input type="text" value="0"/>
<input type="text"/>	
Funds Received from Providers for Audit Exceptions	<input type="text" value="0"/>
<input type="text"/>	
Funds Received from County/Local Agencies	<input type="text" value="0"/>
<input type="text"/>	
Total Program Income	0
Net Expenditures	0
Funds Available at End of Period	5,360,549
Comments/Remarks	
<input type="text"/>	
Certified By	Approved By
	Level 1 :
	Level 2 :

What to Do**Results/Comments**

3. Make all necessary updates and press the **Save** button.

Deleting County Submissions

ADP users can delete Financial Status Reports if the plan is in POST AUDIT or higher status. See the County Submission Status Rules section for a complete list of statuses. Other than Financial Status Reports, no other county submissions can be deleted by ADP users.

To delete a Financial Status Report:

What to Do**Results/Comments**

1. Select your County Profile.
2. Click the Submissions link on the Navigation bar. A list of Fiscal Years is displayed

The screenshot displays the SACPA Reporting Information System web application. At the top, a banner features the text "Welcome to California" alongside a collage of California-themed images including grapes, a train, a slide, and a Hollywood sign. Below the banner, the header identifies the "Department of Alcohol and Drug Programs" and the "SACPA Reporting Information System". The main content area is divided into a left navigation sidebar and a central content pane. The sidebar lists "Home Pages" (CA Home Page, ADP Home Page, SACPA Home Page), "Change Password", "User Set Up", "Distribution Amounts", "County Profile", "County Information", "Submissions", and "Reporting". The central pane shows "Alameda County" and "Health Care Services Agency/Behavioral Health Care Services" selected. Under "Fiscal Year Selection", instructions are provided for viewing county information, changing passwords, and producing reports. A section titled "To Start or Modify Your County's Submission to ADP" lists fiscal years from 2000/2001 to 2005/2006 as clickable links. At the bottom, there are links for "Back to Top of Page", "Conditions of Use", "Privacy Notice", and "Email Webmaster", along with a copyright notice for the State of California.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

Fiscal Year Selection

To view or set up your county's contact information and authorized approvers, please select the [County Information](#) link.
To change your password, please select the [Change Password](#) link.
To produce reports (hardcopy or electronic) from your data, please select the [Reporting](#) link.

To Start or Modify Your County's Submission to ADP
Select a Fiscal Year

[2000/2001](#)
[2001/2002](#)
[2002/2003](#)
[2003/2004](#)
[2004/2005](#)
[2005/2006](#)

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What to Do**Results/Comments**

3. Select the link of the appropriate fiscal year. The following screen will be displayed

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

Fiscal Year 2002/2003

To begin, enter your rollover amount from the prior year using the Fiscal Year Set Up link below:

[Fiscal Year Set Up](#)

Next, select the submission type you would like to complete:

[County Plan](#)

[Expenditure, Client Counts and Wait List Report - First Six Months \(July 1 to December 31\)](#)

[Expenditure, Client Counts and Wait List Report - Annual \(July 1 to June 30\)](#)

[Financial Status Report](#)

[Prior Page](#)

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4. Select the Financial Status Report link. The Select an Activity screen will be displayed.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

Financial Status Report for Fiscal Year 2002/2003

Select an Activity

[UPDATE or View an Existing Financial Status Report](#)

[DELETE an Existing Financial Status Report](#)

[Prior Page](#)

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What to Do**Results/Comments**

5. Select the link Delete an Existing Financial Status Report. The Delete Report page will be displayed.

Welcome to **California**

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

Financial Status Report for Fiscal Year 2001/2002

To delete a Financial Status Report, click the *Delete* button for the Financial Status Report you would like to delete.

Delete	Last Revised	Created	Status	Level 1 Approval	Level 2 Approval
Delete		01/10/2003	Post Audit	KACALDERON	LFREDIANI
Delete	11/20/2002	01/31/2002	Final	KACALDERON	LFREDIANI

[Prior Page](#)

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6. Select the **Delete** button next to the Financial Status Report you wish to delete. The report will be deleted. A message will be displayed requesting the user to confirm the deletion. The Financial Status Report selected will be deleted and the copy with the status of FINAL will be reactivated.

County Submission Status

Counties designate their plans and reports as ready for submission by changing the status to the appropriate code. ADP users then review their submission and change the status code to designate their receipt or approval.

County Submission Status Rules

County submission status rules vary depending on the type of submission. The following describes the status rules for each type of submission.

Submission Type	Statuses	ADP Status Access	County Status Access
-----------------	----------	-------------------	----------------------

County Plan	Draft	<ul style="list-style-type: none"> • None • Cannot Update • Cannot View • Cannot Delete 	<ul style="list-style-type: none"> • Change to Final or County Approved • View/Update • Delete
	Final	<ul style="list-style-type: none"> • None • Cannot Update • View • Cannot Delete 	<ul style="list-style-type: none"> • Change to Draft or County Approved • View/Update • Delete
	County Approved	<ul style="list-style-type: none"> • Change to ADP Approved or ADP Review/Pending Issues • Cannot Update • View • Cannot Delete 	<ul style="list-style-type: none"> • Change to Draft of Final • View • Cannot Update • Delete
	ADP Approved	<ul style="list-style-type: none"> • Change to County Approved or ADP Review/Pending Issues • Cannot Update • View • Cannot Delete 	<ul style="list-style-type: none"> • View • Cannot Update • Delete
	ADP Review/Pending Issues	<ul style="list-style-type: none"> • Change to ADP Approved or County Approved • Cannot Update • View • Cannot Delete 	<ul style="list-style-type: none"> • View • Cannot Update • Delete
Expenditure Reports	Draft	<ul style="list-style-type: none"> • Cannot Update • Cannot View • Cannot Delete 	<ul style="list-style-type: none"> • Change to County Submitted • View/Update • Delete
	County Submitted	<ul style="list-style-type: none"> • Change to ADP Received • View • Cannot Update • Cannot Delete 	<ul style="list-style-type: none"> • Change to Draft • View • Cannot Update • Cannot Delete
	ADP Received	<ul style="list-style-type: none"> • Change to County Submitted • View • Cannot Update • Cannot delete 	<ul style="list-style-type: none"> • View • Cannot Update • Cannot delete
Other Services Client Counts	Draft	<ul style="list-style-type: none"> • Cannot Update • Cannot View • Cannot Delete 	<ul style="list-style-type: none"> • Change to County Submitted • View/Update • Delete
	County Submitted	<ul style="list-style-type: none"> • Change to ADP Received • View • Cannot Update • Cannot Delete 	<ul style="list-style-type: none"> • Change to Draft • View • Cannot Update • Cannot Delete
	ADP Received	<ul style="list-style-type: none"> • Change to County Submitted • View • Cannot Update • Cannot delete 	<ul style="list-style-type: none"> • View • Cannot Update • Cannot delete

Other Services Waiting List	Draft	<ul style="list-style-type: none"> • Cannot Update • Cannot View • Cannot Delete 	<ul style="list-style-type: none"> • Change to County Submitted • View/Update • Delete
	County Submitted	<ul style="list-style-type: none"> • Change to ADP Received • View • Cannot Update • Cannot Delete 	<ul style="list-style-type: none"> • Change to Draft • View • Cannot Update • Cannot Delete
	ADP Received	<ul style="list-style-type: none"> • Change to County Submitted • View • Cannot Update • Cannot delete 	<ul style="list-style-type: none"> • View • Cannot Update • Cannot delete
Financial Status Reports	Draft	<ul style="list-style-type: none"> • Cannot Update • Cannot View • Cannot Delete 	<ul style="list-style-type: none"> • Change to Final
	Final	<ul style="list-style-type: none"> • View • Cannot Update • Cannot Delete 	<ul style="list-style-type: none"> • Change to Draft or add Approval 1 and 2 • View/Update • Delete
	Final with Level 1 and Level 2 Approvals	<ul style="list-style-type: none"> • Change to Post Audit • View • Cannot Update • Cannot Delete 	<ul style="list-style-type: none"> • Change to Draft • View • Cannot Update • Cannot Delete
	Post Audit	<ul style="list-style-type: none"> • Change to No Appeal or Under Appeal (cannot change back to Final) • View/Update • Delete <p>Note: when report is changed to Post Audit a copy of the report will remain frozen in Final status. To change report back to Final ADP user must delete the Post Audit report.</p>	<ul style="list-style-type: none"> • View • Cannot Update • Cannot Delete
	No Appeal	<ul style="list-style-type: none"> • Change to Post Audit or Under Appeal • View/Update • Cannot delete 	<ul style="list-style-type: none"> • View • Cannot Update • Cannot Delete
	Under Appeal	<ul style="list-style-type: none"> • Change to Post Audit or No Appeal • View/Update • Cannot delete 	<ul style="list-style-type: none"> • View • Cannot Update • Cannot Delete

After the appropriate ADP resources have reviewed the County Submission, update the status of the plan by following the steps below.

Updating County Submission Status

What to Do	Results/Comments
------------	------------------

1. Follow steps 1-7 on 'How to View a County Submission.'
2. Select the Update Status link. You will only be allowed to update the status of a plan with appropriate status. (See the County Submission Status Rules for details)

If you attempt to update a plan with the incorrect status you will receive an error message.

3. Click **Update Status**. The Update Status page is displayed. (An example of the County Plan Status page is displayed below)

Fiscal Plan Status

Fiscal Plan Status for Fiscal Year 2001/2002, Version 1
Created: 04/30/2001 Last Revised: 05/03/2001

To update the status of a fiscal plan for this county, select status and click the *Submit* button.

Total \$ Allocated per Fiscal Plan [Entity]	ADP \$ Allocation	Allocation \$ Difference
350,000	448,026	98,026

Current Status: *Approved*
Change Fiscal Plan status to:

4. Select a status from the **Change Status to:** list. Only the designated statuses should be available. (See the County Submission Status Rules for details)
5. Click **Submit**. The submission list page will be displayed with the updated status.

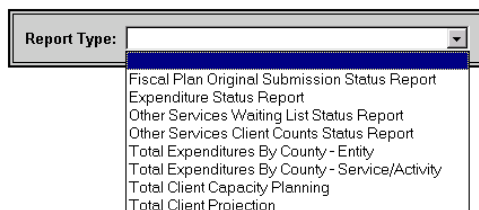
Reporting

Each report can be viewed online or printed. Based on your County Profile, you will have access to various reports:

Reports:

- County Plan Original Submission Status Report
- Expenditure Status Report
- Other Services Waiting List Status Report
- Other Services Client Counts Status Report
- Entity Plan
- Service Plan
- Capacity projection
- Client Projection Plan
- Total Expenditures by County – Entity
- Total Expenditures by County – Service/Activity
- Total Client Capacity Planning
- Total Client Projection
- Financial Status Report
- Financial Status Report-Compare
- Compare Revision- Entity
- Compare Revision-Service/Activity
- Compare Revision-Capacity Planning
- Compare Revision-Client Projections

If no County Profile was established, the following reports can be viewed and printed:



The image shows a web interface element labeled 'Report Type:' followed by a dropdown menu. The dropdown menu is open, displaying a list of report names. The reports listed are: Fiscal Plan Original Submission Status Report, Expenditure Status Report, Other Services Waiting List Status Report, Other Services Client Counts Status Report, Total Expenditures By County - Entity, Total Expenditures By County - Service/Activity, Total Client Capacity Planning, and Total Client Projection.

- **County Plan Original Submission Status Report:** Notes the “highest ranking” status associated with any County Plan created for a county for a given fiscal year. Only one status is reported per county, and will be displayed regardless of version number or date the plan was created. This report could be used to determine which counties have submitted plans with APPROVED status that are available for ADP’s review. Refer to “Appendix A” on page 33 for a sample Plan Status report.

The County Plans statuses are ranked from highest to lowest as follows:

Highest rank: **ADP REVIEW/ISSUES PENDING**
 ADP APPROVED
 COUNTY APPROVED
 FINAL
Lowest rank: **DRAFT**

N/A will be displayed on the Plan Status report if the county has not created a County Plan.

- **Expenditure Status Report** - Notes the “highest ranking” status associated with any Expenditure Report created for a county for a given fiscal period. Only one status is reported per county.
- **Financial Status Report Status Report** - Notes the “highest ranking” status associated with any Financial Status Report created for a county for a given fiscal period. Only one status is reported per county.
- **Total Expenditures by County – Entity** Lists allocation amount, county plan status, expenditure type, percentage breakdown of expenditure between Direct and Administrative, amount and percent of allocations per county per expenditure type and provides report totals. The data can be filtered by fiscal year, plan status, and county population range. See Appendix B for sample report.
- **Total Expenditures by County – Service/Activity** Lists allocation plus excess funds, county plan status, services, amount, percentage of allocation plus excess funds per county per service. The report also provides the breakdown of obligated and unobligated funds per county. The data can be filtered by fiscal year, plan status, and county population range. The user can choose to show service detail or not. See Appendix C for sample report.
- **Total Client Capacity Planning** Lists existing and plan additional client counts for by non-residential/outpatient and residential drug treatment, and other services for each county. The data can be filtered by fiscal year and county population range. See Appendix D for sample report.
- **Total Client Projection** Lists client projection categories referred from court/probation referred from parole and services from non-residential and residential drug treatment and other services for each county. The data can be filtered by fiscal year and county population range. See Appendix E for sample report.
- **Other Services Client Count Status Report** - Notes the “highest ranking” status associated with any Other Services Client Count Report created for a county for a given fiscal period. Only one status is reported per county. See Appendix F for sample report.
- **Other Services Waiting List Status Report** - Notes the “highest ranking” status associated with any Other Services Waiting List Report created for a county for a given fiscal period. Only one status is reported per county. See Appendix G for sample report.
- **Expenditure County Rollup – Entity** – Provides summary expenditure data by entity. Data is provided as a sum and an average across population ranges based on CADPAC groupings.
- **Expenditure County Rollup – Services** – Provides summary expenditure data by Service type. Data is provided as a sum and an average across population ranges based on CADPAC groupings.
- **Other Services County Rollup – Client Counts** - Provides summary client count data by demographic category. Data is provided as a sum and an average across population ranges based on CADPAC groupings.
- **Other Services County Rollup – Wait List** - Provides summary Wait List data by question. Data is provided as a sum and an average across population ranges based on CADPAC groupings.
- **Lead Agency/Contact Information** – Provides a list of Lead Agency and Contact Information by county.
- **Mailing Labels** – Provides a list of county contact information formatted for mailing labels. You have the ability to select one or more counties by highlighting the counties you are interested in printing.
- **FY Comparison of County Plan Financial Data** - Provides data from each county with a county plan in the status you select and all county plans with status higher than the status

selected. The report is formatted to list each county data in summary, comparing one fiscal year to another.

- **ADP County Liaison** – Provides a list of the county liaisons assigned to each county. The report can be displayed by liaison name or by county name.
- **County Plan Data Elements** - Provides data from each county with a county plan in the status you select and all county plans with status higher than the status selected. The report is formatted to list summary data for each county.

If a County Profile was established, the following reports for that county can be viewed and printed:

- **County Plan Original Submission Status Report**
- **Expenditure Status Report**
- **Other Services Client Count Status Report**
- **Other Services Waiting List Status Report**
- **Entity Plan:** Displays the County Plan entity information for a specific fiscal year and version.
- **Service/Activity Plan:** Displays the County Plan service/activity information for a specific fiscal year and version.
- **Capacity Plan:** Displays the capacity plan information for a specific fiscal year.
- **SATTA Plan Information**
- **SATTA Expenditure and Count Information**
- **SATTA Plan vs. Actuals Comparison**
- **Total Expenditures by County – Entity**
- **Total Expenditures by County – Service/Activity**
- **Total Client Capacity Planning**
- **Total Client Projection**
- **Financial Status Report** - Displays the Financial Status Report information for a specific fiscal year.
- **Financial Status Report – Compare** - Compares the Financial Status Report information in FINAL status to the report in POST AUDIT or higher for a specific fiscal year.
- **Compare Revision – Entity** – Compares the Entity information from the original County Plan information to the revision for that plan for a specific fiscal year. See Appendix I for sample report.
- **Compare Revision – Service/Activity** – Compares the Service/Activity information from the original County Plan information to the revision for that plan for a specific fiscal year.
- **Compare Revision – Client Projections** – Compares the Client Projections information from the original County Plan information to the revision for that plan for a specific fiscal year.
- **Compare Revision – Client Capacity** – Compares the Client Capacity information from the original County Plan information to the revision for that plan for a specific fiscal year.

Selecting a Report

<u>What to Do</u>	<u>Results/Comments</u>
1. Click the Reporting link on the Navigation bar.	The Report Request page is displayed.

What to Do	Results/Comments
CA Home Page ADP Home Page SACPA Home Page Change Password Fiscal Year Setup County Information System User County Profile Distribution Amounts County Plans Expenditures Financial Status Client Counts Other Services Waiting List Counts	<p>Butte County Alcohol and Drug Programs</p> <p>Report Request</p> <p>To request a report, select a Report Type and click the <i>Submit</i> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 300px;"> <p>Report Type:</p> <ul style="list-style-type: none"> Fiscal Plan Original Submission Status Report Expenditure Status Report Other Services Waiting List Status Report Other Services Client Counts Status Report Entity Plan Service Plan Capacity Plan Client Projection Plan Expenditure Information - Entity </div> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Reset"/> </p>

- From the **Report Type** list, select the report desired.

If you did not specify a County Profile, the only reports available will be the Plan Status report, Total Expenditures by County – Entity, Total Expenditures by County – Service/Activity, Total Client Capacity Planning, and Total Client Projection.

- Click **Submit**.

The **Report Selection Criteria** page is displayed.

Plan Status, Capacity projection, Client Projection Reports

What to Do	Results/Comments
CA Home Page ADP Home Page SACPA Home Page Change Password Fiscal Year Setup County Information System User County Profile Distribution Amounts County Plans Expenditures Financial Status Client Counts Other Services Waiting List Counts Reporting	<p>Butte County Alcohol and Drug Programs</p> <p>Report Selection Criteria</p> <p>To complete your report request, select the <i>Fiscal Year/Version</i> and click the <i>Submit</i> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 300px;"> <p>Report: Capacity Plan</p> <p>Selection Criteria:</p> <p>Plan</p> <ul style="list-style-type: none"> 2002/2003 Version 1 (Status: County Approved) 2001/2002 Version 2 (Status: County Approved) </div> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p>

- Select a Fiscal Year or Fiscal Year Plan from the **Select a Fiscal Year** drop down list.

The requested report is displayed.

- Click **Submit**.

Refer to Appendix B in the SACPA Reporting Information User Manual for sample Entity, Service/Activity, Capacity projection and Client Projection reports.

What to Do

Results/Comments

Refer to Appendix A in this Supplement for a sample Plan Status report.

**Total Expenditure by County –
Entity Report****Report Selection Criteria**

To complete your report request, review the *Selection Criteria* and click the *Submit* button.

The screenshot shows a web form titled 'Report: Total Expenditures By County - Entity'. Below the title is a section labeled 'Selection Criteria:'. It contains three rows of input fields: 'Fiscal Year' with a dropdown menu showing '2001/2002', 'Fiscal Plan Status' with a dropdown menu, and 'County Population Range' with two text input fields separated by a hyphen. At the bottom of the form are two buttons: 'Submit' and 'Reset'.

6. Select a Fiscal Year or Fiscal Year Plan from the **Fiscal Year** drop down list.

7. Choose a County Plan Status from the **County Plan Status** drop down list.

Your choices are Draft, Final, Approved, and Used for Allocation. The report will include plan data from the highest status with the highest version.

Also, if you choose a plan status you will receive all counties with that status along with all those in higher status. For example, if you choose Final you will receive all counties with statuses of Final, Approved and Used for Allocation.

8. Enter **County Population Range**

This is an optional field. This option will filter the counties based on their population size. If left blank, all counties that meet the fiscal year and County Plan status criteria (regardless of population) will be displayed.

9. Click **Submit**

The requested report is displayed.

Refer to Appendix B in this Supplement for a sample Total Expenditures by County -- Entity report.

What to Do

Results/Comments

**Total Expenditure by County –
Service Activity****Report Selection Criteria**

To complete your report request, review the *Selection Criteria* and click the *Submit* button.

Report: **Total Expenditures By County - Service/Activity**

Selection Criteria:

Fiscal Year: 2001/2002

Fiscal Plan Status:

Show Service Detail: ☐ Yes ☒ No

County Population Range: -

Submit Reset

10. Select a Fiscal Year or Fiscal Year Plan from the **Fiscal Year** drop down list.

11. Choose a County Plan Status from the **County Plan Status** drop down list.

Your choices are Draft, Final, County Approved, ADP Approved, ADP Review/Issues Pending, revision County Approved, and Revision Accepted. The report will include plan data from the highest status with the highest version.

Also, if you choose a plan status you will receive all counties with that status along with all those in higher status. For example, if you choose Final you will receive all counties with statuses of Final, County Approved, ADP Approved and ADP Review/Issues Pending.

12. Select the appropriate radio button to **Show Service Detail**, choose either Yes or No

If you select Yes, treatment detail will be displayed. If you select No, summary level data will be displayed.

13. Enter **County Population Range**

This is an optional field. This option will filter the counties based on their population size. If left blank, all counties that meet the fiscal year and County Plan status criteria (regardless of population) will be displayed.

What to Do**Results/Comments**

14. Click **Submit**

The requested report is displayed.

Refer to Appendix C in this Supplement for a sample Total Expenditures by County – Service Activity report.

**Total Client Capacity Planning
and Total Client Projection
Reports****Report Selection Criteria**

To complete your report request, review the *Selection Criteria* and click the *Submit* button.

The screenshot shows a web form titled "Report: Total Client Capacity Planning". Below the title, it says "Selection Criteria:". There are three fields: "Fiscal Year" with a dropdown menu showing "2001/2002", "Fiscal Plan Status" with a dropdown menu, and "County Population Range" with two input boxes separated by a hyphen. At the bottom of the form are "Submit" and "Reset" buttons.

15. Select a Fiscal Year or Fiscal Year Plan from the **Fiscal Year** drop down list.

16. Select a **County Plan Status** from the drop down box

17. Enter **County Population Range**

This is an optional field. This option will filter the counties based on their population size. If left blank, all counties that meet the fiscal year and County Plan status criteria (regardless of population) will be displayed.

18. Click **Submit**

The requested report is displayed.

Refer to Appendix D and E in this Supplement for a sample Total Client Capacity Planning and Total Client Projection Reports.

Appendix A

Sample Report: SACPA Plan Status Report

Report: SACPA_100		California Department of Alcohol & Drug Programs SACPA Status Report		Report Date: 05/03/2001 Time: 7:27:22 PM
		Fiscal Year: 2001/2002		
<u>County Code</u>	<u>Name</u>	<u>Status</u>	<u>Status Date</u>	<u>Review Date</u>
01	Alameda	Draft	4/23/01	
02	Alpine	Draft	4/26/01	
03	Amador	N/A		
04	Butte	N/A		
05	Calaveras	N/A		
06	Colusa	N/A		
07	Contra Costa	N/A		
08	Del Norte	N/A		
09	El Dorado	N/A		
10	Fresno	N/A		
11	Glenn	N/A		
12	Humboldt	N/A		
13	Imperial	N/A		
14	Inyo	N/A		
15	Kern	N/A		
16	Kings	N/A		
17	Lake	N/A		

Report: SACPA_100		California Department of Alcohol & Drug Programs SACPA Status Report		Report Date: 05/03/2001 Time: 7:27:22 PM
		Fiscal Year: 2001/2002		
<u>County Code</u>	<u>Name</u>	<u>Status</u>	<u>Status Date</u>	<u>Review Date</u>
18	Lassen	N/A		
19	Los Angeles	N/A		
20	Madera	Draft	4/30/01	
21	Marin	N/A		
22	Mariposa	Draft	4/27/01	
23	Mendocino	N/A		
24	Merced	N/A		
25	Modoc	N/A		
26	Mono	N/A		
27	Monterey	N/A		
28	Napa	N/A		
29	Nevada	N/A		
30	Orange	Approved	5/3/01	
31	Placer	N/A		
32	Plumas	N/A		
33	Riverside	N/A		
34	Sacramento	N/A		

Appendix B

Sample Report: Total Expenditures by County – Entity

Report: SACPA_600

California Department of Alcohol & Drug Programs
SACPA Entity Report - County Plan
Total Expenditures By County
For All Counties

Report Date: 02/27/2003
Time: 10:07:42

Fiscal Year: 2002/2003

County Plan Status	Expenditure Type	Direct	Admin	Amount	% Of Allocation	% Of Total Planned Expenditures
Amador						
ADP Review: / Issues Pending (Version 2)						
Total Allocation				\$12,682		
	Drug Treatment	92.2%	7.8%	\$231,759	74.1%	74.1%
	Other Service	92.2%	7.8%	\$27,126	8.7%	8.7%
	Criminal Justice	92.2%	7.8%	\$53,708	17.2%	17.2%
	Obligated	92.2%	7.8%	\$12,682	100.0%	
	Unobligated			\$0	0.0%	
BATA Allocation				\$17,182		
	SATTA	9.7%	90.3%	\$16,104,300	94,169.1%	100.0%
	Unobligated			\$16,087,692	-84,088.1%	

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<https://sacpa.adp.state.ca.us>

Report: SACPA_600

California Department of Alcohol & Drug Programs
SACPA Entity Report - County Plan
Total Expenditures By County
For All Counties

Report Date: 02/27/2003
Time: 10:07:42

Fiscal Year: 2002/2003

County Plan Status	Expenditure Type	Direct	Admin	Amount	% Of Allocation	% Of Total Planned Expenditures
Inyo						
ADP Review: / Issues Pending (Version 2)						
Total Allocation				\$427,811		
	Drug Treatment	100.0%	0.0%	\$143,870	33.6%	68.1%
	Other Service	100.0%	0.0%	\$22,246	5.2%	10.5%
	Criminal Justice	100.0%	0.0%	\$45,000	10.5%	21.3%
	Obligated	100.0%	0.0%	\$211,118	48.8%	
	Unobligated			\$216,786	60.7%	
BATA Allocation				\$18,028		
	SATTA	100.0%	0.0%	\$18,028	100.0%	100.0%
	Unobligated			\$0	0.0%	

Page 2 of 5

<https://sacpa.adp.state.ca.us>

Appendix C

Sample Report: Total Expenditures by County – Service/Activity

Report: SACPA_700

California Department of Alcohol & Drug Programs
SACPA Service/Activity Report - County Plan
Total Expenditures By County
For All Counties

Report Date: 02/27/2013
Time: 10:15:18

Fiscal Year: 2002/2003

County Plan Status	Service/Activity	Amount	% of Allocation	% of Total Planned Expenditure
Amador				
ADP Review / Issues Pending (Version 2)				
Total Allocation		\$212,688		
	Services	\$240,688	77.0%	77.0%
	Drug Treatment	\$216,688	88.0%	88.0%
	Non-Residential / Outpatient	\$81,768	28.4%	28.4%
	Residential	\$128,340	58.8%	58.8%
	Other Services	\$26,000	3.0%	3.0%
	Case Management/Activities	\$71,222	23.0%	23.0%
	Obligated	\$212,418	88.8%	
	Unobligated	\$176	0.1%	
BATTA Allocation		\$17,102		
	Obligated	\$211,102,000	31881.5%	
	Unobligated	(\$21,084,888)	31781.5%	

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Report: SACPA_700

California Department of Alcohol & Drug Programs
SACPA Service/Activity Report - County Plan
Total Expenditures By County
For All Counties

Report Date: 02/27/2013
Time: 10:15:18

Fiscal Year: 2002/2003

County Plan Status	Service/Activity	Amount	% of Allocation	% of Total Planned Expenditure
Butte				
ADP Approved (Version 1)				
Total Allocation		\$1,336,820		
	Services	\$802,628	82.0%	82.0%
	Drug Treatment	\$802,628	82.0%	82.0%
	Non-Residential / Outpatient	\$882,186	61.8%	61.8%
	Residential	\$216,328	18.1%	18.1%
	Other Services	\$0	0.0%	0.0%
	Case Management/Activities	\$427,387	32.0%	32.0%
	Obligated	\$1,336,820	100.0%	
	Unobligated	\$0	0.0%	
BATTA Allocation		\$64,324		
	Obligated	\$64,324	100.0%	
	Unobligated	\$0	0.0%	

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Appendix D

Sample Report: Total Client Capacity Planning

Report: SACPA_800		California Department of Alcohol & Drug Programs SACPA Client Capacity Planning Report For All Counties Existing and Planned Additional					Report Date: 07/24/2001 Time: 13:02:49
Fiscal Year: 2001/2002							
County Of	Key: Existing Planned Additional Total	Drug Treatment			Other Services		Total
		Non-Residential, Outpatient	Residential	Total		Total	
Alameda		0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Alpine		0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Kern		250 300 660	750 800 1,660	1,000 1,100 2,100	960 1,000 1,960	960 1,000 1,960	1,960 2,100 4,060
Modesto		200 200 400	200 200 400	400 400 800	0 0 0	0 0 0	400 400 800
Orange		11 3 14	11 4 16	22 7 29	3 1 4	3 1 4	25 8 33
Total		461 503 964	961 1,004 1,966	1,422 1,507 2,928	963 1,001 1,964	963 1,001 1,964	2,385 2,508 4,893

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Appendix E

Sample Report: Total Client Projection

Report: SACPA_500		California Department of Alcohol & Drug Programs SACPA Client Projection Report For All Counties							Report Date: 07/24/2001 Time: 13:08:03		
Fiscal Year: 2001/2002											
County Of	Referrals					Services					
	Referred From Court/Probation		Referred From Parole		Total	Drug Treatment			Other Services		Total
		Total		Total		Non-Residential/Culprant	Residential	Total		Total	
	Alameda	200	200	500	500	700	200	450	650	540	540
Alpine	300	300	500	500	800	250	500	750	580	580	1,330
Madera	20	20	100	100	120	20	10	30	10	10	40
San Benito	168	168	232	232	400	275	133	408	200	200	608
Total	688	688	1,332	1,332	2,020	745	1,093	1,838	1,350	1,350	3,188

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Report: SACPA_500

California Department of Alcohol & Drug Programs
SACPA Client Projection Report
For All Counties

Report Date: 02/27/2003
Time: 10:18:48

Fiscal Year: 2002/2003

County Of	BATTB	
	No. of Projected Clients	No. of Projected Tests
Alameda	380,000	400,000
Butte	410	3,232
Calaveras	55	2,141
Colusa	100	600
Contra Costa	500	2,700
Del Norte	30	400
El Dorado	125	1,430
Fresno	1,200	20,400
Glenn	55	2,607
Humboldt	100	750
Imperial	455	2,350
Inyo	22	171
Lassen	65	1,600
Madera	250	6,200

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Appendix F

Sample Report: Expenditure Status Report

Report: SACPA_2001

California Department of Alcohol & Drug Programs
SACPA Expenditure Status Report
Fiscal Period: July 1 - December 31, 2001

Report Date: 12/29/2001

Time: 15:18:37

<u>County Code</u>	<u>Name</u>	<u>Status</u>	<u>Status Date</u>
01	Alameda	N/A	
02	Alpine	N/A	
03	Amador	N/A	
04	Butte	N/A	
05	Calaveras	N/A	
06	Colusa	N/A	
07	Contra Costa	N/A	
08	Del Norte	N/A	
09	El Dorado	N/A	
10	Fresno	N/A	
11	Glenn	N/A	
12	Humboldt	N/A	
13	Imperial	N/A	
14	Inyo	N/A	
15	Kern	County Submitted	12/18/01
16	Kings	N/A	
17	Lake	N/A	
18	Lassen	N/A	
19	Los Angeles	N/A	

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Appendix G

Sample Report: Other Services Client Counts Status Reports

Report: SACPA_Z2001

California Department of Alcohol & Drug Programs
SACPA Other Services Client Counts Status Report
Fiscal Period: July 1 - December 31, 2001

Report Date: 12/26/2001

Time: 15:23:16

<u>County Code</u>	<u>Name</u>	<u>Status</u>	<u>Status Date</u>
01	Alameda	N/A	
02	Alpine	N/A	
03	Amador	N/A	
04	Butte	N/A	
05	Calaveras	N/A	
06	Colusa	N/A	
07	Contra Costa	N/A	
08	Del Norte	N/A	
09	El Dorado	N/A	
10	Fresno	N/A	
11	Glenn	N/A	
12	Humboldt	N/A	
13	Imperial	N/A	
14	Inyo	N/A	
15	Kern	County Submitted	12/14/01
16	Kings	N/A	
17	Lake	N/A	
18	Lassen	N/A	
19	Los Angeles	N/A	

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Appendix H

Sample Report: Other Services Waiting List Status Reports

Report: SACPA_Z100

California Department of Alcohol & Drug Programs
SACPA Other Services Waiting List Status Report
Fiscal Period: July 1 - December 31, 2001

Report Date: 12/26/2001

Time: 15:25:48

<u>County Code</u>	<u>Name</u>	<u>Status</u>	<u>Status Date</u>
01	Alameda	N/A	
02	Alpine	N/A	
03	Amador	N/A	
04	Butte	N/A	
05	Calaveras	N/A	
06	Colusa	N/A	
07	Contra Costa	N/A	
08	Del Norte	N/A	
09	El Dorado	N/A	
10	Fresno	N/A	
11	Glenn	N/A	
12	Humboldt	N/A	
13	Imperial	N/A	
14	Inyo	N/A	
15	Kern	ADP Received	12/14/01
16	Kings	N/A	
17	Lake	N/A	
18	Lassen	N/A	
19	Los Angeles	N/A	

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Appendix I

Sample Comparison Report: Compare Revision – Entity Report

Report: SACPA_1200

California Department of Alcohol & Drug Programs
SACPA Fiscal Plan Revision Compare Report - Entity Plan
County Of: Kern
Fiscal Year: 2001/2002
Compare **Version 3** To **Revision 12/1/01**

Report Date: 12/29/2001

Time: 15:43:58

Entity Type		<u>Direct Service</u>	<u>Administrative Activities</u>	<u>Total</u>	Percentage of ADP Allocation <u>\$3,245,255</u>
Drug Treatment					
substance abuse treatment	Version 3	56,829	270,154	327,043	10.07%
	Revision 12/1/01	1,000,000	200,000	1,200,000	36.97%
	Difference	943,171	-70,154	872,957	
Total for Drug Treatment	Version 3	56,829	270,154	327,043	10.07%
	Revision 12/1/01	1,000,000	200,000	1,200,000	36.97%
	Difference	943,171	-70,154	872,957	
Criminal Justice					
probation supervision	Version 3	453,370	163,419	616,789	19.00%
	Revision 12/1/01	200,000	300,000	500,000	15.40%
	Difference	-253,370	136,581	-116,789	
Total for Criminal Justice	Version 3	453,370	163,419	616,789	19.00%
	Revision 12/1/01	200,000	300,000	500,000	15.40%
	Difference	-253,370	136,581	-116,789	
Grand Total:	Version 3	510,259	433,573	943,832	29.07%
	Revision 12/1/01	1,200,000	500,000	1,700,000	52.37%
	Difference	689,741	66,427	756,168	

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* \$2,307,005 (distribution) + \$344,573 (excess funds) = \$3,245,255 (ADP Allocation)

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